

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

PLANNER – #65-073

DATE OF EXAMINATION
NOVEMBER 13, 2004

*EXAMINATION FEE - \$7.50

LAST FILING DATE
OCTOBER 06, 2004

SALARY RANGE: GRADE 15 - \$31,822.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the Schoharie County Planning and Development Agency.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. A Bachelors degree in planning from an accredited college or university; OR
- B. A Bachelors degree in sociology, economics, statistics, geography, government, public administration, education or ecology from an accredited college or university AND a year of professional experience in planning, community development or in the field in which the degree was granted; OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

The education requirements must be satisfied before the date of the examination.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: Planner is an entrance-level professional position. Incumbents perform basic office and field assignments on planning agency projects and grant applications. A Planner works under the general supervision of a Senior Planner or the Director of Planning and Development. Initially, little leeway is allowed for the exercise of independent judgment; however, assignments increase in complexity and responsibility as the Planner gains experience. An experienced Planner may be delegated considerable independence and discretion in performance of the work and may supervise non-professional staff. The class is distinguished from that of Senior Planner by the level of experience and expertise, the difficulty of assignments and degree of supervision required. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Sociological, economic, design and environmental factors involved in physical planning and community development;
- 2. Collection, analysis and presentation of data, including basic statistics;
- 3. Understanding and interpreting maps, charts and graphs;
- 4. Understanding and interpreting written material.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and announcements are available on our web site at www.schohariecounty-ny.gov.

ISSUE DATE: AUGUST 23, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.